

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND



ATTORNEY RENEWAL INSTRUCTIONS

MAY 2015

For video demonstrations of how to renew your bar membership, go to our website at <http://www.mdd.uscourts.gov> and select **Attorney Admissions**, then **Applications & Forms**, then the Attorney Renewal tab, and then click [Attorney Renewal Tutorial](#)

I. OVERVIEW

Under Local Rule 701.2.b, active bar members are required to renew their bar memberships ever six years. Since January 1, 2012, the Clerk's Office is only accepting renewal applications and payments filed electronically through CM/ECF. Active members of our bar, who are due to renew in the current calendar year, will receive an electronic notification of renewal by June 1 (or the first business day thereafter). Renewal applications are due by July 1 (or the first business day thereafter), with a late deadline of July 31.

The full renewal schedule for the current calendar year is available at <http://www.mdd.uscourts.gov/publications/forms/ElectronicRenewalAnnouncement.pdf>.

II. COMPLETE THE ATTORNEY RENEWAL APPLICATION

A. DOWNLOAD THE RENEWAL APPLICATION

1. Go to our website at <http://www.mdd.uscourts.gov>.
2. Click on the **Forms & Manuals** button on the left side of the screen.
3. Click the **Attorney Renewal** tab and locate the **Attorney Renewal Application**.
4. Click the red icon next to the item **Attorney Renewal Application** to download the renewal application form.

B. COMPLETE THE APPLICATION

1. Open the form using Adobe Reader or Adobe Acrobat. We recommend using Adobe version 8 or higher.

Adobe Reader: If you do not have Adobe Reader on your computer, you can download it free by going to <http://get.adobe.com/reader/>.

Apple/Mac Users: If you are using an Apple/Mac computer, be sure to open the form with Adobe Reader and not the default Preview program. The form will not work properly if opened with Preview.

2. Answer all questions to the best of your knowledge. The questions in red are required.

Note: To see the red outlines around questions, click the **Highlight Fields** button on the Adobe toolbar.

3. After answering all questions, click the **Validate Form** button in Section C of the form (under the **Instructions** heading).

C. INSTRUCTIONS
Please complete this form and click the 'Validate Form' button.

Validate Form ←

4. If you completed the form, you will see a message telling you the form is complete, as well as print and save buttons. If your form is incomplete, the instructions will indicate the incomplete question(s).
5. The instructions will tell you which docket event to use to file your renewal form: **Attorney Renewal** or **Attorney Renewal Maryland Bar**. Note which event you will use.
6. Click the **Save Form** button to save the form to your computer. If you would like to print a copy of the form for your records, click **Print Form**.

You do not have to sign your renewal form. Your filing of the form in CM/ECF with your CM/ECF credentials will constitute your signature.

III. UPDATE YOUR CM/ECF CONTACT INFORMATION

Under Local Rule 701.3, members of the bar must maintain current contact information on file with the Clerk's Office. As part of the renewal process, we ask renewing attorneys to verify their contact information and to make any necessary corrects.

Before you file your renewal application, you must have a CM/ECF account for the District of Maryland.

If you do **not** know your account information (or do not have an account), go to [Section A](#).

If you already have your CM/ECF account information, skip to [Section B](#).

A. OBTAIN OR RETRIEVE CM/ECF ACCOUNT INFORMATION

If you do not recall your CM/ECF password . . .

1. Go to our website at <http://www.mdd.uscourts.gov>.
2. Click on the **CM/ECF button** on the left side of the screen and then click **I Forgot My Password**. Enter your CM/ECF login, which is your initials and the five digits of your local bar number (e.g., abc12345).

If you do not recall your bar number . . .

Go to <http://www.mdd.uscourts.gov/attorney/attybar.asp> to look up your bar membership information.

If you do not have a local CM/ECF account . . .

1. Go to our website at <http://www.mdd.uscourts.gov>.
2. Click on the **CM/ECF** button on the left side of our website, then click **CM/ECF Registration**. On the new page, click **Attorney Registration Form** to complete the registration form. CM/ECF credentials will be issued to you within two business days.

B. UPDATE YOUR CM/ECF CONTACT INFORMATION

1. Go to our website at <http://www.mdd.uscourts.gov>.
2. Click on the **CM/ECF button** on the left side of the screen and then click **Electronic Case Filing** to go to our CM/ECF site. You can go directly to our CM/ECF site by entering the following address into your web browser: <https://ecf.mdd.uscourts.gov>.

We recommend you use Internet Explorer 8.0 or 9.0 with CM/ECF.

3. Log into your CM/ECF account using your District of Maryland CM/ECF username and password. **The CM/ECF login used must be that of the attorney who is renewing.**

Note: You must use the CM/ECF login and password that you obtained from the U.S. District Court of Maryland. Please do not use your U.S. Bankruptcy Court or Pacer login information.

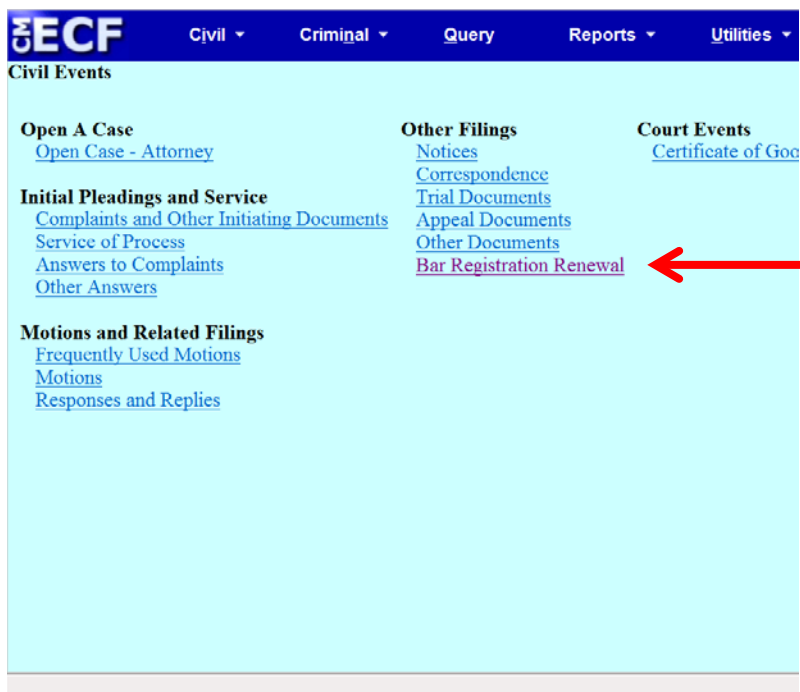
If you cannot login or update your contact information,
email the Clerk's Office at MDD_AttyAdmissions@mdd.uscourts.gov.

4. Once logged in to CM/ECF, click **Utilities** on the top of the screen.
5. Click **Maintain Your Account** under the **Your Account** heading.
6. Update missing or incorrect account information. Click **Submit** either two or three times, as prompted. Once you see **Updating person record** on the screen, your account information has been updated.

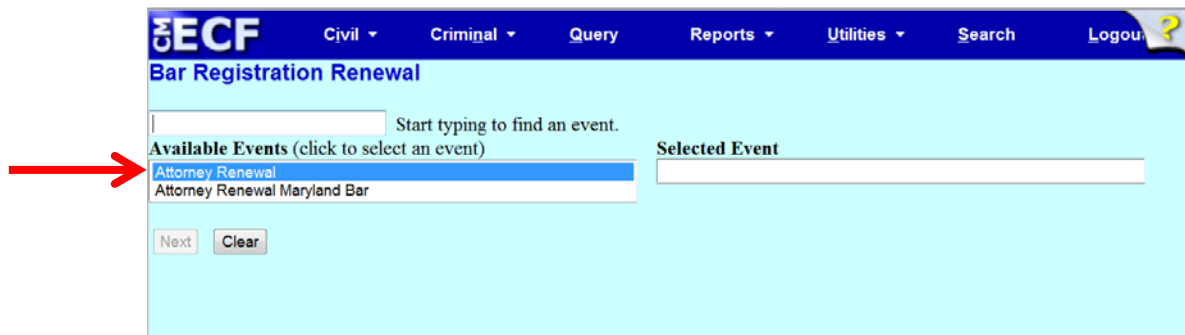
IV. FILING THE ATTORNEY RENEWAL APPLICATION

Once you have reviewed and updated (if needed) your CM/ECF account information, you can file your renewal application in CM/ECF.

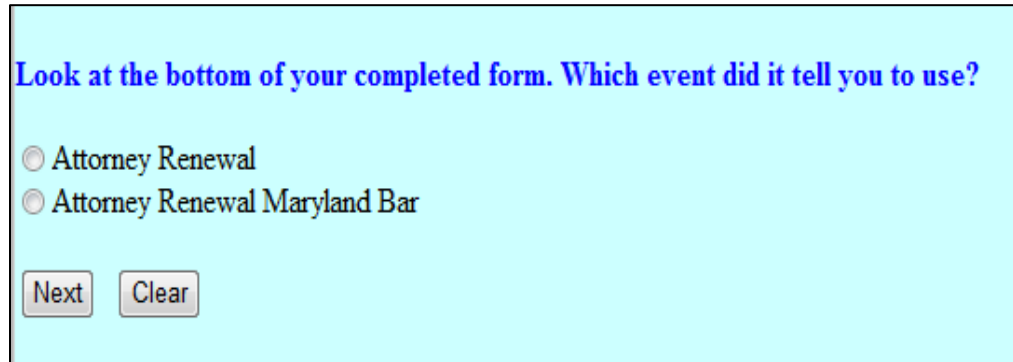
1. If not already logged in, log into your CM/ECF account using your District of Maryland CM/ECF username and password. **The CM/ECF login used must be that of the attorney who is renewing.**
2. Click **Civil** on the top of the screen, and then click **Bar Registration Renewal** from under the **Other Filings** menu.



3. Select the docket event listed in Section C of your completed renewal application (see [Section II.B](#), Steps 3-5 of these instructions). You will select either **Attorney Renewal** or **Attorney Renewal Maryland Bar** as instructed on your renewal application. Click **Next** twice.



4. You will be prompted to confirm the event listed on Section C of your renewal form. Select the event listed on your form. If you do not see an event in Section C of your form, you need to click the **Validate** button.



Look at the bottom of your completed form. Which event did it tell you to use?

☐ Attorney Renewal

☐ Attorney Renewal Maryland Bar

Follow the instructions on the screen. If you are directed to restart the filing processing, please return to Step 1 of this section, [Part IV](#).

5. You will receive a reminder to verify that all of your contact information is up to date.
6. Since you should have already updated your information (see [Part III](#) above), click **Next**.
7. Select the appropriate response to the question and click **Next**.



ECF Civil Criminal Query

Bar Registration Renewal

[1:15-mc-99999 Attorney Renewal Fees](#)

Was your contact information correct or incorrect?

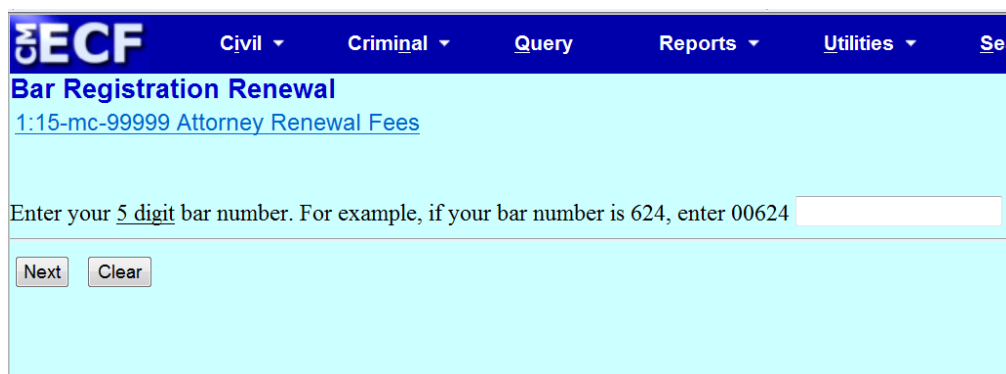
☒ correct

☐ incorrect - corrected information online

Note: After clicking **Next**, you may get additional screens prompting you to answer several questions. Please answer appropriately and click **Next** after each screen.


If you are prompted to use a different event, please return to the beginning of [Part IV](#) and restart the filing process, select the different event as your event in Step 3.

8. Enter your five-digit bar number and click **Next**.



Note: The bar number entered must be the bar number of the person currently logged in to CM/ECF. If you do not recall your bar number, go to <http://www.mdd.uscourts.gov/attorney/attybar.asp> to look up your bar number.

9. Attach your completed and saved **Attorney Renewal Application** (PDF) as the **Main Document**.



Note: To attach your renewal form, click **Browse** (red arrow) and then select the file saved on your computer. You will need to navigate to the directory where the file is saved.

10. If you are required to submit supplemental material (refer to Section A of the renewal form), attach any supplemental materials in the **Attachments** section (red circle). Each attachment must be a separate PDF document, and you will need to enter a description for each attachment.
11. After submitting all documents, click **Next**.
12. The next screen shows you the fee amount. Click **Next** to continue.



The screenshot shows a web interface for ECF (Electronic Case Filing). At the top, there is a blue header with the ECF logo and three navigation links: "Civil", "Criminal", and "Query", each with a dropdown arrow. Below the header, the main content area has a light blue background. It displays "Bar Registration Renewal" in bold blue text, followed by a link "1:15-mc-99999 Attorney Renewal Fees" in blue. Below this, it says "Fee: \$60". At the bottom of the form area, there are two buttons: "Next" and "Clear".

Please wait while the payment screen loads.

13. When the **Online Payment** screen appears complete all of the fields, for **either Option 1** (pay from bank account) or **Option 2** (pay by credit card). Items with a red asterisks may not be left blank.

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card](#) (ex: VISA, Mastercard, American Express, Discover)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: Kim Schmid *

Payment Amount: \$80.00

Account Type: * *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number: *

Routing Number: 026946763 Account Number: 9243767390 Check Number: 1234

Payment Date: 03/22/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

[Continue with ACH Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: Kim Schmid *

Payment Amount: \$80.00

Billing Address: *





Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: United States *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Click here to find your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

14. Depending on the payment method you have selected, click **Continue with ACH Payment** or **Continue with Plastic Card Payment** button once all fields have been completed.

15. Review the payment information on the screen. If you need to correct any information, click the **Edit this information** link. Enter an email address in both **Email Address** fields in order to receive email confirmation of your payment.

Step 2: Authorize Payment 1 | 2

[Payment Summary](#) [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Kim Schmid Billing Address: 101 W. Lombard St. Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: *****5100	Payment Amount: \$60.00 Transaction Date and Time: 03/21/2012 11:11 EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

16. Click the box authorizing the charges and click the **Submit Payment** button to continue.

Note: If you requested an email confirmation, it will be sent from paygovadmin@mail.ga.twai.gov.

17. You will now see a screen saying your request is being processed. **Do not close your browser or click the Back button during this time.**

Note: If you stop the process or are not automatically returned to CM/ECF after a few seconds, please call the Clerk's Office before attempting to file your application again.

18. After your transaction is processed, you will be taken back to CM/ECF screen to finish filing your renewal application. You will get the following notice that your account has been charged. Click **Next** twice.

The screenshot shows the CM/ECF Bar Registration Renewal screen. The header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Bar Registration Renewal" with a sub-link "1:15-mc-99999 Attorney Renewal Fees". A red caution message states: "CAUTION: THIS FILING IS INCOMPLETE! You must continue until you see a screen with Notice of Electronic Filing near the top of the screen, or your bar membership will not be renewed." Below this, another red message states: "YOUR CREDIT OR DEBIT CARD HAS BEEN CHARGED. You must continue with the docket transaction until its completion. If you go BACK, you will be required to re-enter your credit or debit card information and will be charged twice for the same transaction." At the bottom are "Next" and "Clear" buttons.

WARNING!

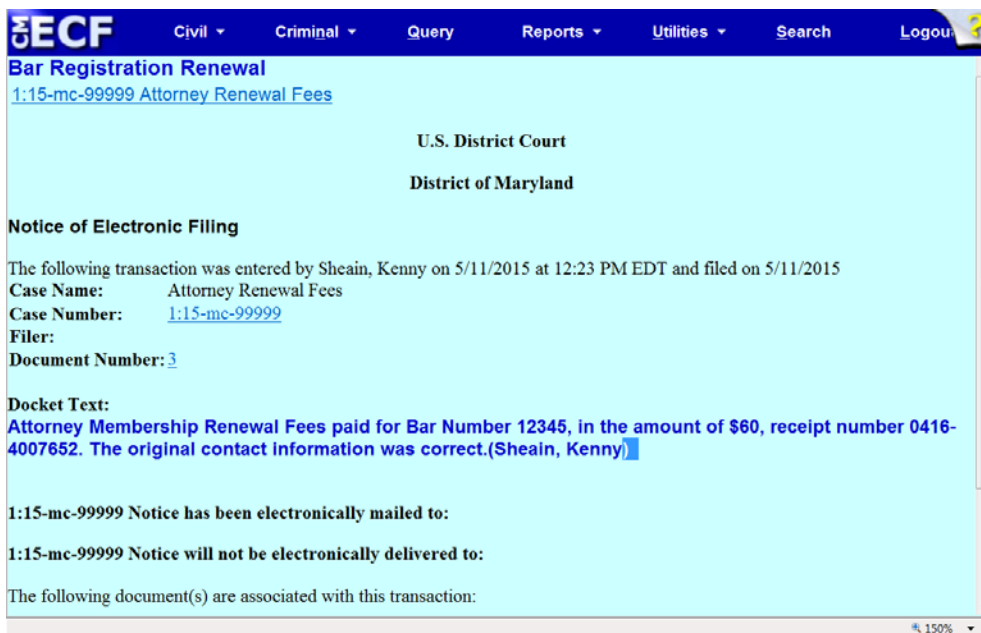
You must complete all remaining steps or your renewal transaction will not be saved. If you stop the process or close your browser at this screen, contact the Clerk's Office.

19. The following screen will appear. Click **Next** to complete your filing.

The screenshot shows the CM/ECF Bar Registration Renewal screen. The header includes the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Bar Registration Renewal" with a sub-link "1:15-mc-99999 Attorney Renewal Fees". A section titled "Docket Text: Final Text" contains the following text: "Attorney Membership Renewal Fees paid for Bar Number 12345, in the amount of \$60, receipt number 0416-4007652. The original contact information was correct.(Sheain, Kenny)". Below this, a red attention message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." A section titled "Source Document Path (for confirmation only):" shows "C:\fakepath\testing.pdf pages: 1". At the bottom are "Next" and "Clear" buttons.

Note: Your docket text may vary slightly from the example.

20. The screen below indicates that you have successfully submitted your renewal application and paid your fees. If you do not see a receipt number displayed on this screen, your fees have not been paid and you **MUST** contact the U.S. District Court of Maryland at MDD_AttyAdmissions@mdd.uscourts.gov.



V. RENEWAL NOTIFICATION

After submitting your renewal application, staff will review and process your renewal. You should receive an email notification once your renewal has been approved. Please allow up to one week to receive this notification.

From time to time, the Court may need additional information to process your renewal application. If you are contacted by someone in the Clerk's Office, please provide the additional information as soon as possible to avoid further delaying your application.

All renewal applications will be processed by October of the renewing calendar year.